

**DIVISION OF ADULT EDUCATION  
INDIANA DEPARTMENT OF EDUCATION**

**DUE DATES  
FEDERALLY-FUNDED OUTREACH PROGRAMS  
PROGRAM YEAR JULY 1, 2007 – JUNE 30, 2008**

<b>OCTOBER 2007</b>	<b>NOVEMBER 2007</b>	<b>JANUARY / FEBRUARY 2008</b>	<b>APRIL 2008</b>	<b>JULY 2008</b>	<b>AUGUST 2008</b>
<b>OCTOBER 15</b>  1. Quarterly Proration of Employee Time (1)	<b>NOVEMBER 1</b>  1. Final 2007 Annual Performance Report  2. Local Program 2007 Survey Report Form	<b>JANUARY 15</b>  1. Cumulative Quarterly Reports  2. Cumulative Quarterly Expenditure Report 3. Quarterly Proration of Employee Time 4. i-STAR Diskette / Transmission  <b>FEBRUARY 15</b>  1. Mid-year 2008 Annual Performance Report	<b>APRIL 15</b>  1. Deadline for requesting modification of federal budget 2. Cumulative Quarterly Reports 3. Cumulative Quarterly Expenditure Report 4. Quarterly Proration of Employee Time 5. i-STAR Diskette / Transmission	<b>JULY 31</b>  1. Cumulative Quarterly Reports  2. Quarterly Proration of Employee Time 3. Initial 2008 Annual Performance Report 4. i-STAR 2008 Diskette / Transmission	<b>AUGUST 29</b>  1. Final Fiscal Report & Check for Unexpected Balance 2. Institutionalized Adults Served Report

- Programs that electronically transmit files should transmit on or before due dates outlined above for activity during the reporting period and mail hardcopy.
- A request for extension of a reporting deadline must be received in writing prior to the due date. The Division of Adult Education reserves the right to withhold payments when reports are not submitted in a timely manner.
- Refer to Policy Memorandum #12 regarding reporting deadlines and request for extension.
- Transfer i-STAR report electronically / mail diskette with 1 copy of each paper report to the program consultant assigned to your program at:  
 DIVISION OF ADULT EDUCATION  
 INDIANA DEPARTMENT OF EDUCATION  
 ROOM 229, STATE HOUSE  
 INDIANAPOLIS IN 46204-2798

- (1) Form required only for those program employees for whom a *portion* of their salary is paid from adult education federal funds.
- (2) Refer to Policy Memorandum #11 in the *Adult Education Handbook*.